

NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION

Summary Recommendation of State Historical Records Advisory Board*

Proposal Number: _____

Applicant: _____

Proposal Title: _____

Number of board members completing evaluation forms: _____

From Section II of the individual evaluation forms:

_____ Average of importance/priority ratings

_____ Average of technical merit ratings

_____ Average of overall ratings (Technically flawed proposals should not receive a high overall rating)

1. On an attached sheet, please summarize the views of the state board as expressed on members' individual evaluation forms, in meetings of the state board, and in your conversations with board members. Also, on the attached sheet, please describe how the proposal relates to priorities established by the board.

Signature _____
State Coordinator

Date _____

*To be completed by State Historical Records Coordinator. This evaluation and recommendation form will be made available to the grant applicant. Blind copies of board members' individual evaluation forms will be made available to the grant applicant upon request.

Note: Copies of individual evaluation forms should be attached to this summary form and the entire set sent to the Program Director, NHPRC. Evaluation forms must be submitted by five board members or two-thirds of the board members, whichever is greater, prior to NHPRC consideration.

2. Recommendation of the state board to the Commission:

- ☐ (a) *On behalf of the state board the Coordinator will communicate directly with the applicant regarding the need for additional information or to suggest revision of the proposal. The NHPRC should take no official action.
- ☐ (b) The NHPRC should consider the application as soon as possible and should reject it for reasons specified by the Coordinator in his/her narrative summary. If the Commission agrees with this recommendation, the applicant will be informed of the reasons for rejection by the Commission and urged to work with the Coordinator and Commission staff toward a revised proposal.
- ☐ (c) The Commission should reject the proposal and should inform the applicant that a revised proposal is not desired by the Commission or the state board.
- ☐ (d) The Commission should support the proposal if funds permit. The state board considers this proposal:
 - ☐ 1. Of the highest priority (the Commission believes that no more than 10% of proposals recommended should be in this category) because of: (Check one or more)
 - ☐ the historical or other importance of the records to be dealt with
 - ☐ the likely impact of the project on improving records programs
 - ☐ the time-critical nature of the project (if support is not given now it may be too late)
 - ☐ 2. Of high priority (the Commission believes that no more than 33% of proposals recommended should be in this category) because of: (Check one or more)
 - ☐ 3. Of average priority
 - ☐ 4. Of low priority
- ☐ (e) Other: (Please comment and advise the Commission on the action you wish the Commission to take.)

*This is the preferred procedure when the board believes that it cannot recommend funding for the proposal as submitted, but would like to encourage resubmission of a revised proposal in a future cycle. This recommendation will not prejudice consideration of the proposal in any way by the NHPRC, but it does commit the board to work with the applicant.